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COMMANDER MILITARY SEALIFT COMMAND
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COMSC INSTRUCTION 12451.4

Subj: MILITARY SEALIFT COMMAND AWARDS PROGRAM

Ref: (a) 5 CFR 451
(b) DOD 1400.25-M, Subch 451
(c) SECNAVINST 12451.3
(d) DON Implementation Guidance #451-01
(e) COMSCINST 12430.5C
(f) OFFCPM Arlington VA 181300Z Feb 93 (NOTAL)
(g) SECNAVINST 5061.12C

Encl: (1) Awards Review and Approval Authorities
(2) Awards to Be Reviewed by the DARP
(3) Scale of Award Amounts Based on Intangible Benefits
(4) Scale of Award Amounts Based on Tangible Benefits
(5) Time-Off Award Scale
(6) MSC 12451/3, Award Nomination for Ashore Civilian Personnel
(7) MSC 12451/4, Award Nomination for Afloat Civilian Personnel
(8) Awards Coordinated, Managed, and Administered by COMSC Program Managers, Directors and/or Special Assistants
(9) Special, Annual, One-Time and/or DOD and Presidential Awards
(10) MSC 12451/5, MSC Awards Certificate
(11) 33 CFR, Chapter I, Part 13, Decorations, Medals, Ribbons and Similar Devices

1. Purpose. To establish and implement the Military Sealift Command (MSC) Awards Program in accordance with the policies and requirements of references (a), (b), (c) and the implementing guidance of reference (d).

2. Cancellation. COMSCINSTs 5200.3E and 5200.6A.

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3. Background. The regulations on awards and performance management were revised and published. Significant changes in the regulations included the separation of the direct link between performance appraisals and performance recognition (i.e., the performance award granted only at the end of the appraisal cycle and supported by the Summary Performance Rating/Final Appraisal) was eliminated. Other major changes included the elimination of a maximum 1.5% of the aggregate base salaries of employees for the funding level of performance awards, and the incorporation of all forms of recognition into general awards regulation, performance and otherwise.

4. Action. All personnel will ensure compliance with this instruction and fully support its implementation within their respective organizations.

5. Privacy Act. Employee Performance File System (OPM/GOVT-2) provides for the maintenance of civilian employee appraisals and supporting documents in appropriate supervisors'/managers' offices. In accordance with the Privacy Act, supervisors and managers shall properly safeguard appraisals and related documents in a secure space with access limited to those personnel whose official duties require access.

6. Forms. Electronic versions of MSC 12451/3, MSC 12451/4 and MSC 12451/5 are available on the MSC Headquarters Local Area Network (LAN). To access from the Word for Windows menu, click on "File," "New" and 12451/3 or 12451/4. Other addressees may obtain electronic versions by forwarding a request to cheryl.miller@smtpgw.msc.navy.mil or nancy.barr@smtpgw.msc.navy.mil.

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CHAPTER 1

GENERAL

1-1 Policy and Program Objectives. Consistent with the provisions of references (c) and (d), awards are used to motivate employees to increase productivity, recognize creativity in the workplace and reward employees and groups of employees when contributions are made. To achieve these objectives, the awards program is designed to:

a. Encourage full participation of all personnel at all levels in improving MSC, Department of the Navy (DON), Department of Defense (DOD) and government operations.

b. Pay cash awards, grant time-off awards or incur necessary expenses for the honorary and informal recognition of personnel, either individually or as a member of a group, on the basis of:

(1) A suggestion, invention, superior accomplishment or other personal effort that contributes to the efficiency, economy or other improvement of government operations or achieves a significant reduction in paperwork.

(2) A special act or service in the public interest in connection with or related to official employment.

(3) Exceptional performance as reflected in the employee's most recent rating of record, for employees covered by a performance management program, as defined by 5 CFR 430.

1-2 Definitions

a. Award. Something bestowed or an action taken to recognize and reward an individual or team achievement that contributes to meeting organizational goals or improving the efficiency, effectiveness and economy of the government or is otherwise in the public interest. Such awards include, but are not limited to, employee incentives which are based on predetermined criteria such as productivity standards, performance goals, measurement systems, award formulas or payout schedules (5 CFR 451.102).

b. Contribution. An accomplishment achieved through an individual, group or team effort that contributes to the efficiency, economy, cost avoidance or other beneficial impact to the general workplace, public welfare or the overall DON mission.

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c. Initial Award. A first form of recognition for a suggestion or invention that may be followed by other forms of recognition at a later date. These awards can be monetary or non-monetary.

d. Intangible Benefit. Savings to the government that cannot be measured in terms of dollars and will be evaluated using the scale of awards amounts based on intangible benefits, enclosure (3). Refer to Appendix C of reference (d).

e. Monetary Award. An award in which the recognition device is a cash payment that does not increase the employee's rate of basic pay.

f. Non-monetary Award. An award in which the recognition device is not a cash payment or time-off but is an award of a honorific value, e.g., a letter, certificate, medal, plaque or item of nominal value.

g. Rating of Record. The performance rating prepared at the end of an appraisal period for performance over the entire period including the assignment of a summary level. The rating of record is the official rating used for pay, performance award and retention purposes.

h. Tangible Benefit. Savings to the government that can be measured in terms of dollars and will be evaluated using the scale of award amounts based on tangible benefits, enclosure (4). Refer to Appendix D of reference (d).

i. Time-Off Award. An award in which time off from duty is granted without loss of pay or charge to leave and for which the number of hours granted is commensurate with the employee's contribution or accomplishment. A scale for determining a Time-Off Award is at enclosure (5). Refer to Appendix E of reference (d).

1-3 Eligibility

a. Employees. In accordance with reference (d), all MSC civilian employees who meet the definition of Title 5, United States Code (USC) 2105 are eligible to receive awards under this instruction. In accordance with reference (b), under 10 USC 1124, military members are eligible to be paid monetary awards for suggestions, inventions and scientific achievements. Performance awards may be paid to Senior Executive Service (SES) employees only under 5 CFR 534.403, not on the basis of this instruction.

b. Former Employees. Under reference (a), awards for contributions made by an individual when employed by the DON may be paid to a former employee or to the estate or legal heir(s) of a deceased employee.

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c. Foreign National Employees

(1) A foreign national individual who meets the definition of employee as defined under 5 USC 2105 and is paid with appropriated funds, i.e., direct hire employee, is eligible to receive awards under this instruction.

(2) A foreign national individual who is paid on a cost reimbursable basis by agreement with a foreign country, i.e., indirect hire employee, is not eligible to receive monetary awards under this instruction but may receive non-monetary awards, per references (b) and (d).

d. Non-Appropriated Fund Employees. Employees paid with non-appropriated funds are not eligible to receive monetary awards paid from appropriated funds under this instruction, but may receive non-monetary awards, in accordance with references (b) and (d).

e. Private Citizens and Organizations. Private citizens and organizations may be recognized for significant contributions to DON with non-monetary awards only, i.e., DON's Public Service Awards that are contained in reference (g). Persons or organizations having a commercial or profit-making relationship with DOD or DON/MSD shall not be granted recognition, unless the contribution is substantially beyond that specified or implied within the terms of the contract establishing the relationship, or the recognition is clearly in the public interest, in accordance with reference (d).

f. Other Agency or DOD Personnel. Awards may be approved for employees of other government agencies or other DOD components and payment will be made by transferring funds to the individual's employing component or agency. If the administrative costs of transferring funds exceed the amount of the award, the organization employing the individual shall absorb the costs and pay the award (5 CFR 451.104(d)(1)). In accordance with reference (d), non-DON federal employees are eligible for DON's Public Service Awards, which are covered under reference (g).

1-4 Responsibilities

a. Commander, Military Sealift Command (COMSC) will:

(1) Ensure that the MSC Awards Program complies with law, regulation and OPM, DOD and DON policy.

(2) Review, endorse and/or approve awards as set forth in Delegation of Authority, enclosure (1) of this instruction.

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b. The Maritime Forces and Manpower Management Directorate (N1) will:

(1) Provide basic policies and procedures consistent with references (a) through (f) for the MSC Awards Program.

(2) Provide guidance, assistance and training for implementing, managing and administering the program as may be required.

(3) Coordinate with and assist the COMSC Comptroller on matters pertaining to the awards budget and funding allocations and administration, as may be required.

(4) Coordinate, manage and administer suggestions received for evaluation and/or adoption by MSC headquarters.

(5) Coordinate certain personnel actions, in a liaison capacity, between MSC Headquarters organizations and the Human Resources Office-Washington (HRO-W) and/or the Human Resources Service Center, Capital (HRSC-CAP).

(6) Publicize special or one-time award opportunities and/or assist other MSC offices of primary responsibility with publicizing special or one-time award opportunities, as may be required.

(7) Coordinate and/or compile reports, as may be required.

c. COMSC Comptroller will:

(1) Provide budget authorizations and allocations to Program Managers, Directors, Area Commanders, Special Assistants and comparable organizational heads for their respective organizations and subordinate components. In accordance with reference (d) the minimum funding level for awards is 1.5% of aggregate base salaries of covered employees, calculated based on the number of covered employees as of 1 October.

(2) In coordination with the Maritime Forces and Manpower Management Director, set forth awards budget and funding parameters for management and administration by Program Managers, Directors, Office of Comptroller, Counsel, Special Assistants and Area Commanders.

d. Program Managers, Directors, Comptroller, Counsel, Area Commanders, Special Assistants will:

(1) Implement, publicize, manage and administer the awards program, for their organizations and subordinate components in accordance with this instruction.

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(2) Publicize special or one-time award opportunities and/or assist other MSC offices of primary responsibility with publicizing special or one-time award opportunities, as may be required.

(3) Establish written, internal administrative and/or management procedures for managing and administering the awards program, including suggestion activities, within their respective organizations and for their subordinate components, as appropriate.

(4) Discharge bargaining obligations as may be appropriate with the applicable exclusive representative over the implementation and administration of the awards program within their respective organization and subordinate component(s), in conjunction with their servicing HRO/HRSC.

(5) Manage and administer the awards budget authorizations and allocations for their organizations and subordinate components. This is done by using sound financial management controls consistent with the budgetary limits set forth by law, regulations, in accordance with this instruction and any subsequently published MSC budget/funding document.

e. HRO and/or HRSC responsibilities are set forth in reference (d) and include advising and assisting MSC-serviced organizations on the awards program matters and issues; advising and assisting employee and labor-management relations matters; processing approved awards and inputting them into the automated data system and maintaining award documentation in the Employee Performance File.

f. The Director, Afloat Personnel Management Center (APMC) is responsible for the afloat awards program, including suggestions of CIVMARS.

1-5 Review and Approval Authorities. Review and approval authorities are specified in enclosures (1) and (2) of this instruction. Review and approval authorities for CIVMAR awards are specified in COMSCINST 5200.5C and Chapter 5 of this instruction.

1-6 Awards Scales. Included in this manual for easy reference and use are awards scales/charts that may be used as guidance in determining the appropriate amount to be awarded to an individual and/or team, as follows:

- a. Scale of Award Amounts Based on Intangible Benefits, enclosure (3).
- b. Scale of Award Amounts Based on Tangible Benefits, enclosure (4).
- c. Time-Off Award Scale, enclosure (5).

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NOTE: These three scales are also included as Appendices in reference (d).

1-7 Locally Established Policies, Procedures, Non-monetary Awards

a. Program Managers, Directors, Area Commanders, Special Assistants and comparable organizations heads (i.e., Counsel and Comptroller) may establish local (limited to employees of their respective organizations/subordinate components) honorary and other forms of non-monetary recognition, tailored to their organization to be used to foster morale, improve productivity, build team spirit, etc. Locally established recognition of this sort should be in writing and include procedures for nomination, standards for selection, form of recognition (e.g. certificate), etc.

b. Non-monetary awards such as certificates, plaques and items of similar nature are permitted, provided that the form of the non-monetary award avoids the appearance of replacing cash. Recognition by non-monetary awards should create the inherent impression of symbolic value (an honor being bestowed) rather than monetary value (cash value).

c. Any locally established non-monetary awards and the procedures for these must be consistent with the provisions of this instruction. In addition, applicable exclusive representatives must be notified prior to implementation and any bargaining obligations must be satisfied.

1-8 General Procedures

a. Written justification is required for each award, including a performance award. No award can be supported/justified by only the Rating of Record. MSC 12451/3, (enclosure (6)), should be completed for each ashore employee award nomination. MSC 12451/4, (enclosure (7)), should be completed for each afloat (CIVMAR) employee award nomination. These forms are designed to be used electronically. Generally, each monetary award also requires an SF-52, Request for Personnel Action.

b. Special, one-time and annual awards typically have specific nomination procedures. These procedures should be followed closely when nominating individuals for these special forms of recognition. Enclosure (8) identifies several special, one-time, and/or annual awards that are publicized, announced, coordinated, managed and administered by COMSC Program Managers, Directors and/or Specialist Assistants.

CHAPTER 2

MONETARY/MONETARY RELATED AWARDS FOR MSC ASHORE CIVILIAN EMPLOYEES

2-1 General Procedures and Requirements Applicable to Awards Approval and Processing

a. Complete an MSC 12451/3 for each nomination. Three signatures are required; the recommending/nominating official; the budget official; and the approving official. An SF-52 is also required for each nominee for a monetary incentive award. If a group award, an SF-52 is required for each individual of the group/team, although MSC 12451/3 may be used for all individuals in the group/team being nominated. Also follow any special nomination procedures for the specific award being recommended. Monetary and honorary award recommendations and/or nominations are to be submitted via the usual and customary established organizational/activity chain of command to the servicing HRO/HRSC or other organizational component for processing.

b. For MSC headquarters employees, monetary awards approved by Program Managers, Directors, Comptroller, Counsel and/or Special Assistants are submitted via the internal organizational management chain of command, which includes budget approval, and COMSC N1 to HRO-W for processing. Honorary awards requiring COMSC approval are submitted via organizational chain of command to COMSC N1 for preparation and forwarding to COMSC for approval and/or endorsement. Area Commanders, Program Managers, Directors, Comptroller, Counsel and Special Assistants are authorized to establish internal procedures, consistent with this instruction for managing and administering the awards program within their respective organizations and subordinate components.

2-2 Specific Awards

a. On-the-Spot Award. This award is designed to recognize employees quickly by providing immediate reinforcement of one-time, short-term achievements that have resulted in service of an exceptionally high quality or quantity. An On-the-Spot Award is a single, lump-sum cash payment and ranges from \$25 to \$750, commensurate with the nature of the service or act being recognized. Only one award per accomplishment, achievement, contribution, etc., can be approved i.e., two awards for the same or similar accomplishment, project, tasking, etc., cannot be granted to avoid the \$750 award limitation. Neither may another type of monetary award be granted for the same contribution so as to circumvent the \$750 dollar limitation.

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(1) Funding. The originating office is responsible for funding the proposed award prior to submission of the award for processing. The SF-52 and the MSC 12451/3 must include funding certification and approval.

(2) Procedures. Complete MSC 12451/3 and an SF-52. The written justification on MSC 12451/3 customarily ranges from a few lines to a paragraph or two, depending on the achievement and the amount of the award recommended. Submit both completed and approved forms through the usual and customary chain for award processing.

(3) Award. The SF-50 will document the award and will be provided to the originating office upon completion/processing by the HRO/HRSC. Monies will be electronically deposited. If a certificate is desired for presentation, in addition to the SF-50, the originating office may complete a certificate using enclosure (10) for the honoree.

b. Special Act or Service Award. Special Act or Service Awards may be used to recognize a group or individual effort that goes beyond expected job performance and may be given at any time during the year. The contribution that precipitates the award must have been made in connection with official employment, be non-recurring, and exceeded the employee's or team's normal job requirements. The Special Act/Service Award is used to recognize exemplary efforts, such as an exemplary accomplishment, a scientific achievement, a value engineering proposal, an act of heroism, the elimination of fraud, waste and mismanagement, etc. The appropriate award amount is based on the tangible or intangible benefits scales (enclosure (3) or (4)). The award is a single, lump-sum cash payment. Only one award per accomplishment, achievement, contribution, project, task, etc., can be approved (i.e., two awards for the same or similar projects cannot be granted to avoid the dollar limitations of approving officials). Neither may another monetary award be granted for the same contribution to circumvent the dollar limitation.

(1) Funding. The originating office is responsible for funding the proposed award prior to submission of the award for processing. The SF-52 and the MSC 12451/3 must include funding certification and approval.

(2) Procedures. Complete MSC 12451/3 (enclosure (6)) and an SF-52. Candidates may be nominated by their first or second line supervisor or other cognizant management official. Nominations will be made within 60 days of the contribution that prompted the award. The narrative, written justification on MSC 12451/3, must support the amount of the award by clearly and concisely documenting the accomplishments, achievements, and/or contributions of the candidate(s) being nominated. Submit both completed and approved forms through the usual and customary chain of command for award processing.

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(3) Award. The SF-50 will document the award and will be provided to the originating office upon completion/processing by the HRO/HRSC. Monies will be electronically deposited. If a certificate is desired for presentation, in addition to the SF-50, the originating office may complete a certificate using enclosure (10) for the honoree.

c. Performance Award. In accordance with reference (e) supervisors and managers are encouraged to recognize high-performers throughout the performance appraisal cycle using Special Act, On-the-Spot and Time-Off Awards. Performance awards may be granted to employees at the end of the performance cycle for demonstrated sustained performance for individual, team or organizational achievements of high quality, significantly above that expected at the "Acceptable" level. Performance recognition is appropriate when an employee performs substantially beyond expectations on a regular or continuing basis. Accomplishments may include, but are not limited to: exceptional program or project management; individual or team work that results in a high quality product or service to a customer; or other high quality performance significantly above what is expected at the "Acceptable" level and consistently sustained over a period of time. The award is a single, lump-sum cash payment. The award may be determined using a percentage of basic pay, but the rate of pay cannot include any locality-based comparability or interim geographic adjustment. Awards granted by MSC approving authorities identified in enclosure (1), as a percentage of basic pay cannot exceed 10% of the annual rate of base pay. Should accomplishments warrant an award between 10 and 20% of an employee's annual rate of basic pay, it may be recommended, through the usual and customary chain of command for approval by the Secretary of the Navy (SECNAV) in accordance with references (a), (c) and (d).

(1) Funding. The originating office is responsible for funding for the award prior to submission of the award for review, approval and/or processing. The SF-52 and the MSC 12451/3 must include funding certification and approval.

(2) Procedures. Complete MSC 12451/3 (enclosure (6)) and an SF-52 for each nomination. Written justification is required and the employee must have a rating of record of "Acceptable". The written justification on MSC 12451/3 must support the amount of the award by clearly and concisely documenting the accomplishments, achievements, and/or contributions of the candidate(s) being nominated. The written justification will be determined insufficient if it states only that "the award is based on an acceptable rating of record, attached" or "the employee's accomplishments were well beyond the acceptable level/expectations" or similar written justification.

(3) Award. The SF-50 will document the award and will be provided to the originating office upon completion/processing by the HRO/HRSC. Monies will be electronically deposited. If a certificate is desired for presentation, in addition to the SF-50, the originating office may complete a certificate using enclosure (10) for the honoree.

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d. Quality Step Increase

(1) The purpose of Quality Step Increases (QSI) is to provide appropriate incentives and recognition for excellence in performance by granting faster than normal step increases; therefore, careful consideration should be given before granting a QSI. The QSI should be granted sparingly and only to individuals who consistently demonstrate exceptional performance on a continuing basis. An employee is eligible for only one quality step increase within any 52-week period. To be eligible for a QSI, General Schedule (GS) employees must meet the following criteria:

(a) Received a rating of record of "Acceptable";

(b) Demonstrated sustained performance of high quality significantly above that expected at the "Acceptable" level (i.e., exceeded the "Acceptable" criteria depicting unusually good or excellent quality or high quantity of work provided ahead of schedule and with less than normal supervision); and

(c) Made a significant contribution to the organization's mission; and

(d) Created an expectation that the high quality performance will continue in the future.

(2) Funding. Although QSIs are not chargeable to the organization's overall awards budget, these are salary increases, and originating offices are responsible for ensuring that sound financial management controls are in effect for these salary increases.

(3) Procedures. Complete MSC 12451/3 (enclosure (6)), and an SF-52 for each QSI. Written justification is required and the employee must have a rating of record of "Acceptable" (this can be certified on MSC 12451/3). The written justification on MSC 12451/3 must clearly and concisely document demonstrated sustained performance of high quality that is significantly above the "Acceptable" level and describe the significant contributions made by the employee to the organization's mission. In addition, recommending and approving officials must include a statement on the MSC 12451/3 to the effect that they expect the individual's high quality performance will continue in the future. The written justification will be determined insufficient if it states only that "the award is based on an acceptable rating of record, attached" or "the employee's accomplishments were well beyond the acceptable level/expectations" or similar written justification. Submit both completed and approved forms (MSC 12451/3 and SF-52) through the usual and customary chain of command for processing.

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(4) Award. The SF-50 will document the award and will be provided to the originating office when completed/processed by the HRO/HRSC. If a certificate is desired for presentation, in addition to the SF-50, the originating office may complete a certificate using enclosure (10) for the honoree.

e. Time-Off Award

(1) Basis. A Time-Off Award is an excused absence granted to a civilian employee without charge to leave or loss of pay. Time-Off Awards may be granted to employees in recognition of superior accomplishments or achievements that have contributed to the quality, efficiency or economy of government operations. Examples of achievements which may be considered for a Time-Off Award:

- (a) Sustaining high-level performance;
- (b) Making a high-quality contribution involving a difficult or important project or assignment.
- (c) Displaying special initiative and skill in completing an assignment or project before the deadline.
- (d) Using initiative and creativity in making improvements in a product, activity, program or service.
- (e) Ensuring the mission of the unit is accomplished during a difficult period by successfully completing additional work or a project or assignment while maintaining and accomplishing the employee's own work successfully.
- (f) Accomplishing a specific, one-time or special assignment that required extra effort or resulted in the organization receiving recognition for responsiveness to unprogrammed requirements.
- (g) Participating in a quality circle or process improvement team or other organizational team effort that contributed to accomplishment of the organization's mission.
- (h) Submitting a suggestion that is adopted, but because the suggestion is considered to be within the employee's normal job responsibility, the employee is not eligible for a cash award.

(2) Funding. Supervisors and managers shall consider fully wage costs and productivity loss when granting Time-Off Awards and shall ensure that the amount of

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time off granted as an award is commensurate with the individual's contributions or accomplishments and will not have an adverse affect on mission and workload accomplishment of the organization.

(3) Procedures. Complete MSC 12451/3 (enclosure (6)) and an SF-52 for each nomination. The written justification on MSC 12451/3 must support the amount of the award by clearly and concisely documenting the accomplishments, achievements, and/or contributions of the candidate(s) being nominated. Submit both completed and approved forms through the usual and customary chain for award processing. Enclosure (5) is a recommended award scale for determining Time-Off Awards (refer to Appendix E of reference (d)). Other considerations and limitations on Time-Off Awards are addressed below.

(4) Award. The SF-50 will document the award. If a certificate is desired for presentation, in addition to the SF-50, the originating office may complete a certificate using enclosure (10) for the honoree.

(5) Considerations, Limitations and Portability

(a) The maximum amount of time off that may be granted to an individual for a single contribution is 40 hours. For part-time employees or those with an uncommon tour of duty, the maximum award for any single contribution is one-half the maximum amount of time that would be granted during the year.

(b) The total amount of time off that may be granted to any one individual in any 1 leave-year is 80 hours. For part-time employees or those with an uncommon tour of duty, the total time that may be granted during any calendar year is the average number of hours of work generally worked during a pay period.

(c) Time off granted as an award must be scheduled and used within 1 year after the effective date of the award. Any unused amount remaining after that time will be forfeited without further compensation to the employee.

(d) A Time-Off Award does not convert to cash under any circumstances. Neither shall a Time-Off Award be granted to create the effect of a holiday or treated as administrative excusals or leave.

(e) A Time-Off Award for a period in excess of 1 workday must be reviewed and approved by an official at an organizational level higher than the individual making the initial award determination. See enclosure (1) of this instruction for awards review and approval authorities.

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(f) A Time-Off Award shall not be transferred between DOD components. If an employee is transferring to another DOD activity or outside DOD, the employee should be allowed to use the award prior to the transfer. Managers and supervisors should make every effort to ensure that the employee is able to use the Time-Off Award before he or she leaves the component. A Time-Off Award can be transferred within DON; however, it must be scheduled and used within 1 year after the effective date of the award.

f. Summer Hire Award. This award is available for those employees who are hired for the summer period only (i.e., between 1 May and 30 September) and is to recognize contributions made that significantly enhanced accomplishment of the work of the office. Typically contributions must demonstrate performance well beyond that expected for grade level, job requirement and supervision. Only one award per summer, per employee may be granted.

(1) Funding. The originating office is responsible for funding for the award prior to submission of the award for review, approval and/or processing. The SF-52 and the MSC 12451/3 must include funding certification and approval.

(2) Procedures. Complete MSC 12451/3 (enclosure (6)); written justification is required, and a SF-52 for each nomination. The written justification on MSC 12451/3 must support the amount of the award by clearly and concisely documenting the accomplishments, achievements, and/or contributions of the candidate(s) being nominated. Submit both completed and approved forms through the usual and customary chain for award processing.

(3) Award. The SF-50 will document the award. Monies will be electronically deposited. If a certificate is desired for presentation, in addition to the SF-50, the originating office may complete a certificate using enclosure (10) for the honoree.

CHAPTER 3

HONORARY AWARDS

3-1 General

a. Honorary awards provide a means to recognize an employee's overall value to an organization. They provide an opportunity to acknowledge valuable contributions made, and may reflect contributions made over a period of months or years. There are numerous honorary awards available. These awards can take the form of a letter of commendation to a medal, tie tack, lapel pin, plaque, etc.

b. In accordance with reference (d), activities are to use discretion on the value of this type of recognition, as these awards are to be modest in cost, usually less than \$50, and are normally displayed rather than used. Given their nature as symbolic formal recognition, items presented as honorary awards must meet all the following criteria:

(1) Be something that the recipient could reasonably be expected to value, but not something that conveys a sense of monetary value.

(2) Have a lasting trophy value.

(3) Clearly symbolize the employer-employee relationship in some fashion.

(4) Take an appropriate form to be used in the public sector and to be purchased with public funds.

c. Honorary awards established locally by Area Commanders, Program Managers, Directors, Comptroller, Counsel and Special Assistants must be in accordance with the above criteria and all costs associated with them must be funded from the organization's awards budget.

3-2 DON Honorary Awards

a. DON Meritorious Civilian Service Award (MCSA). The DON Meritorious Civilian Service Award (MCSA) is the third highest honorary award in the DON. For the MCSA, the contributions, while high in value, are more limited in scope/impact than that for the Superior Civilian Service Award (SCSA) described below (e.g., accomplishment should be significant and have far reaching impact, but less than the SCSA). This award should not be used as a retirement award. However, if a significant accomplishment occurs close to retirement, it may be acceptable to present it at retirement.

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(1) Procedures. Complete MSC 12451/3, enclosure (6). The written justification describing the nominee's activities, (item 7) on MSC 12451/3, must clearly and concisely document that the nominee's accomplishments, achievements, and/or contributions merit the MCSA. The proposed citation is required and cannot exceed 20 lines of typewritten text. Submit the completed MSC 12451/3 through the usual and customary chain of command for signature via your local awards coordinator/administrator. If signature of COMSC is requested, submit the nomination package to COMSC, N1.

(2) Award. The award consists of a certificate and medal set.

b. DON Superior Civilian Service Award (SCSA). The DON SCSA is the second highest honorary award in the DON. It is intended that the same Distinguished Civilian Service Award (DCSA) criteria (below) will be used for awarding the SCSA. However, for the SCSA, the contribution, while exceptional in value, would be narrower in scope or impact (e.g., accomplishment that is significant and has far-reaching major command-wide impact).

(1) Procedures. Complete MSC 12451/3, enclosure (6). The written justification describing the nominee's activities, (item 7) on MSC 12451/3, must clearly and concisely document that the nominee's accomplishments, achievements, and/or contributions are significant, have a far reaching major command-wide impact, warranting the DCSA. The proposed citation is required and cannot exceed 20 lines of typewritten text. Submit the nomination package through the usual and customary chain of command for signature/endorsement to COMSC, N1.

(2) Award. The award consists of a certificate and medal set.

For CIVMARS, for either the MCSA or SCSA see Chapter 5 of this instruction or COMSCINST 5200.5C and use MSC 12451/4 (enclosure (7)), for nominations. Guidance on the DCSA for CIVMARS should be obtained from the APMC awards administrator/ coordinator prior to proceeding.

c. DON Distinguished Civilian Service Award (DSCA). The DON DCSA is the highest honorary award SECNAV can confer on a DON civilian employee. The DCSA is to be granted only to those employees who have given distinguished and/or extraordinary service to the DON. The achievements or services must be truly exceptional when measured against the position requirements of the individual, and should far exceed the contributions and service of others with comparable responsibilities. Further, the DCSA should be reserved for contributions that are so unusual and/or significant that recognition at the SECNAV level is deserved. Additional indicators include:

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- A pattern of long-term, sustained high performance as evidenced by the nominee having previously received high honorary awards (e.g., DON Superior Civilian Service Award (SCSA) and/or DON Meritorious Civilian Service Award (MCSA), or similar awards or honors).
- Career achievements that are recognized throughout the DON.
- Indications of innovative leadership of highly successful programs or projects which have impacted beyond the nominee's activity or command.
- Accomplishments/achievements which have had, as a minimum, DON-wide impact.
- Scientific or technical advances, or suggestions of significant value.
- Accomplishments which show unusual management abilities, innovative thinking, and/or outstanding leadership which benefit the DON.
- Responsibility for major cost savings/reductions/avoidance.
- Unusual acts of heroism.
- Exceptional cooperative efforts with other Navy offices, Federal agencies or the private sector.

(1) Procedures. Prior to any nomination, guidance on format, special requirements, DON Awards Review Panel (DARP) review, etc., should be sought from the activity awards coordinator/administrator and/or the COMSC awards program administrator. Nomination format (use plain bond paper)--Part I: Nominee's name, position title, series and grade, and employing organization; description of employee's current job responsibilities; career history including federal and non-federal employment (position title, grade, dates and organization location); education; published papers, articles or books, inventions, participation in professional and civic organizations; awards (include other honorary awards, performance awards, SES bonuses, etc.). Part II: Narrative justification (not to exceed two pages) based on either service/long-term performance or specific accomplishments/achievements. Part III: State the nominee's name exactly as it should appear on the certificate; state clearly, accurately, and in non-technical language the reasons for granting the award to meet the printing requirement of being typed in a space not to exceed 75 typewritten characters (pica type) across the page and not to exceed 12 lines in length. The nomination package should be forwarded to COMSC (N1) through the usual and customary chain of command along with a draft cover letter prepared for the signature of COMSC addressed SECNAV via DON Awards Review Panel.

(2) Award. The award consists of a certificate and medal set.

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3-3 Informal Recognition Awards. Informal recognition awards are intended to recognize contributions of lesser scope that might otherwise go unrecognized. In addition, informal recognition awards typically have more informal approval procedures and presentation settings than honorary awards. Given this combination of less-scope contributions and informality, non-monetary items presented as informal recognition awards must meet the following criteria: (1) the item must be of nominal value; (2) the item must take an appropriate form to be used in the public sector and to be purchased with public funds.

a. Career Service Recognition

(1) Length of Service (LOS) Certificates. Certificates are available for recognizing 10, 15, 20, 25, 30, 35, 40, 45 and 50 years of federal service of ashore civilian employees. These awards recognize significant milestones in employees' careers and emphasize that service to the government, rather than service to a particular department or agency is being recognized. In computing eligibility for LOS recognition, employees should receive credit for total federal service, including civilian and all honorable military service. As civilian employee records are maintained by/in the servicing HRO/HRSC, normally the activity/organizations' awards coordinator/personnel liaison will coordinate with the servicing HRO/HRSC to obtain, on a regular and periodic basis, names of civilian employees as they reach length of service career milestones. The personnel liaison or the awards coordinator (sometimes the HRO/HRSC) will have LOS certificates prepared for suitable presentation.

(2) Career Service for 40 Years or More and Retirement Certificates. These certificates are available for signature by SECNAV. Requests for these certificates are to be initiated by letter/memo, include honoree's name and number of years of service, and be forwarded to COMSC, N1 as far in advance as possible, but at least 45 days in advance of the planned presentation. This time is necessary to allow preparation and forwarding of the certificate as well as time for administrative processing and signature by SECNAV and return of the certificate for presentation.

For LOS and retirement certificates for CIVMARS, see Chapter 5 of this instruction or COMSCINST 5200.5C.

3-4 Awards to Private Citizens and Organizations

a. In accordance with references (d) and (g) of this instruction, DON Public Service Awards are available for private citizens and/or organizations for outstanding contributions to the mission and best interests of the DON. They are designed to provide formal recognition for individuals or groups who are not employed by the DON or who were not so employed during the period for which a public service award is

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recommended. They may also be used for senior DON officials in non-career or appointive positions. To qualify for a Navy Public Service Award, the contribution(s) must have occurred within the 5-year period preceding the date of nomination. Persons or organizations having a commercial or profit-making relationship with DOD or with a DOD component are ineligible for recognition unless it is shown that the contribution is substantially beyond that specified or implied within the terms of the contract establishing the relationship and/or unless the recognition is clearly in the public interest. DON employees who are eligible for the honorary awards described in paragraph 3-2 above are not eligible for the public service awards.

b. There are three DON Public Service Awards available, the Meritorious, the Superior and the Distinguished.

(1) DON Meritorious Public Service Award (MPSA). The MPSA is the third highest public service recognition is awarded for significant contributions with substantial impact upon a specific activity or geographical location. The Secretary rarely signs MPSAs; they may be approved by COMSC.

(2) DON Superior Public Service Award (SPSA). The SPSA is the second highest civilian honorary award and recognizes significant contributions that have broad impact. Such contributions, while not necessarily affecting the entire DON, must have substantially benefited a major organizational element or large geographical area. The SPSA may be signed by SECNAV. Nominations for signature by SECNAV must be sent to via the DARP that is managed by the Office of the Assistant Secretary of the Navy (Manpower and Reserve Affairs).

(3) DON Distinguished Public Service Award (DPSA). This award is the highest form of public service recognition that may be approved by SECNAV. DPSA nominations are limited to those extraordinary cases where individuals have demonstrated exceptionally outstanding service of substantial and long-term benefit to the Navy, Marine Corps or DON as a whole. The award may also be approved for specific courageous or heroic acts bearing directly on the accomplishment of the DON mission. Since this award may only be approved and signed by the Secretary, all nominations for the DPSA must be forwarded to the Secretary via the DARP that is managed by the Office of the Assistant Secretary of the Navy (Manpower and Reserve Affairs).

(4) Nomination Procedures (regardless of level of award). In accordance with reference (g) of this instruction, nominations for individuals must include the nominee's name, citizenship, birthplace, home address, position and name of employer during the period of the public service. If the nomination is for a company with pending claims

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against DON or DOD, an explanation of such claims must be included. A proposed citation, not exceeding 90 words, which provides specific examples of the service performance must be appended to the nomination. Nominations are to be submitted through the usual and customary chain of command to COMSC N1.

d. DON Award of Merit for Group Achievement (AMGA). Granted by the Secretary of the Navy, the AMGA is presented to corporations, associations, or other groups for outstanding services to the DON in connection with a single project, program, or other effort that was significantly beneficial to the accomplishment of the overall mission of the DON. It will be granted for company, group, or association achievement only and not for the outstanding contributions of a single member. The award consists of one certificate signed by the Secretary. Nominations for these awards must be forwarded to the Secretary via the DARP.

3-5 Other Special, Annual, One-Time and/or DOD and Presidential Awards

a. Special, One-Time and Annual Awards. There are several special, one-time and annual awards that are published on a case-by-case basis, as calls for nominations throughout the year. The criteria, requirements, and nomination procedures for these awards will be as published in the call for nominations, and should be followed precisely for submitting nominations. Enclosure (9) lists some of these awards. Questions on these should be referred to the sponsoring organization via the activity awards coordinator/administrator. Another good source of information on awards of this type is "Awards Toolkit" published by the Human Resources Center, Naval Sea Systems Command (NAVSEA) on the Web; go to <http://www.hrc.navsea.navy.mil>. Click on Awards Toolkit.

b. DOD and Presidential Awards. There are several prestigious DOD and Presidential Awards available (see enclosure (9)) should individual accomplishments and activities warrant. The criteria, requirements, and nomination procedures for these rare and prestigious awards should be obtained from the sponsoring organization on a case-by-case basis, if not otherwise published in a call for nominations. These awards are required to be submitted through the usual and customary MSC chain-of-command to the Secretary of the Navy for approval and endorsement via the DARP, as provided in enclosure (2).

3-6 U. S. Coast Guard Lifesaving Medal

a. The Commandant, U. S. Coast Guard, is authorized to award lifesaving medals of gold or silver to persons who rescue any other person from drowning, shipwreck or other peril of the water. Eligibility criteria for these awards are outlined in enclosure (11).

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b. Recommendations for the medal(s), when deemed appropriate, should be promptly submitted to the Commandant, U. S. Coast Guard, Washington, DC 20593 and should include all the information required by enclosure (11). An information copy is to be submitted to COMSC, N1. An employee may be recommended for a lifesaving medal regardless or whether the mariner is recommended for a Navy award under this instruction.

3-7 MSC EEO Honorary Awards. These awards are to recognize achievements and accomplishments towards implementing equal employment opportunity for all employees within the workplace.

a. Criteria Employees may be nominated for outstanding achievement in one or more of the below three categories. Accomplishments and contributions must significantly exceed normal job requirements and responsibilities. Recognition of exemplary accomplishments must be based on objective evidence that is measurable and documented to show excellence in the categories below.

(1) Category I. Active participation and cooperation with national and community organizations and groups regarding recruitment and selection of minorities and women to increase representation of these groups in all occupational series and grades. Such efforts result in substantial advancements toward meeting MSC's EEO goals and objectives.

(2) Category II. Active participation and assistance through encouragement of employees to pursue employment opportunities for advancement through career counseling and self motivation activities resulting in increased training and utilization, improved morale and productivity and advancement of EEO goals and objectives.

(3) Category III. Active participation on EEO committees, panels, civil rights organizations and professional associations that concern themselves with recruitment, employment career development and the needs of minorities, women, veterans and handicapped applicants and employees. Involvement must have made a significant impact on MSC's EEO program goals and objectives.

b. Procedures. Nominations are to be submitted in narrative format and are to include a biographical sketch on the nominee as well as justification for the designated award/category. Supervisors, managers or employees may make nominations. All nominations must be submitted through the usual and customary chain of command to the COMSC Deputy EEO Officer via Deputy EEO Officer no later than 31 October each year.

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c. Approval. The MSC EEO Awards Panel will review the nominations by 30 November each year. The Panel will be chaired by Deputy EEO Officer and comprised of COMSC N1 or designee, Federal Woman's Program Manager, Hispanic Employment Program Manager and Black Employment Program Manager. The Chair will submit the Panel's recommendations to COMSC via Deputy COMSC for final decision.

d. Award. The award, for each category, consists of a certificate signed by COMSC. Presentation will be made by COMSC on site, when possible and practical. The Deputy EEO Officer will coordinate arrangements.

CHAPTER 4

SUGGESTIONS

4-1 General

a. All military and civilian personnel, ashore and afloat, are eligible for and encouraged to participate in suggesting ways in which the work of MSC can be made more efficient. Processing of suggestions by organizations receiving them for evaluation is paramount to the success of the overall suggestion program, and supervisors and managers are challenged and encouraged to support and motivate their subordinate employees in submitting suggestions and in promptly, fairly and thoroughly reviewing and acting upon suggestions received for evaluation within their area of responsibility.

b. Area Commanders, Program Managers, Directors, Comptroller, Counsel, Special Assistants and Director, APMC (for CIVMARS) are authorized to structure their suggestion activities in a way best suited to local needs; provide appropriate publicity of the program; encourage all hands participation; ensure prompt, fair and thorough, and appropriate action on each suggestion received; and keep employees and supervisors informed on suggestion activities and their status.

4-2 Suggestion Award Consideration

a. To be considered for an award, a suggestion must:

(1) Identify an improvement in the quality of operations, a cost reduction opportunity or an improvement in the timeliness of service delivery that results in tangible or intangible benefits to the U. S. Government;

(2) Be adopted in whole or in part for implementation. The suggestion should identify a specific proposed course of action to achieve the improvement or cost reduction; and

(3) Be based upon tangible or intangible benefits, as provided in the awards scales at enclosures (3) and (4) of this instruction, or combination thereof. These awards scales can also be found in reference (d).

b. Ideas or suggestions that identify the need for routine maintenance work, recommend enforcement of an existing rule, propose changes in housekeeping practices, call attention to errors or alleged violations of regulations, or result in intangible benefits of "good will" are not eligible for consideration.

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c. Awards may be granted to individuals or groups for suggestions found to be outside job responsibilities or sufficiently beyond normal job responsibilities. The following may be used as a guide to measure a suggestion against normal job expectancy:

(1) Does the suggester have the authority to put the idea into effect? If so, the suggestion is within the normal job expectancy.

(2) Is the contribution creative?

(3) Is the suggestion unusual for the rate, rank or grade of the suggester?

(4) Does the suggestion represent a new concept or an innovation with substantial benefits?

(5) Is the contribution beneficial to other commands or agencies?

d. When a suggestion is adopted by another organization, the benefiting organization shall share in the cost of the total award commensurate with the benefit. The suggester's organization will notify the benefiting organization(s) of the amount due and the benefiting organization(s) shall take prompt action to transfer the funds (reference (d)).

4-3 Procedures and Processing

a. Submission. A suggestion must be in writing and signed by the suggester(s). The use of OPNAV 5305/1 (DON Suggestion) is recommended but not mandatory. Any improvement idea/suggestion not submitted on OPNAV 5305/1 must be identified as a suggestion and must be submitted to the immediate supervisor or through the usual and customary awards chain of command. Supervisors are to be provided a copy, by the suggester(s), of each suggestion submitted for processing. Suggestions are typically forwarded through the usual and customary channels to the awards administrator, who coordinates obtaining evaluation of the submitted suggestion.

b. Adoption. The adoption action may be taken by the originating activity, another activity, or another government department or agency. Area Commanders and Director, APMC should only forward suggestions to COMSC when they do not have the authority to adopt a suggestion or the expertise to determine the worthiness.

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c. Time Factors. A suggestion is considered adopted and eligible for award consideration when it is actually put into effect by managers (actual operation or a written management commitment to place into operation). If a suggestion has been adopted without benefit of any paperwork, proper documentation must be completed and submitted by the suggester within 6 months of the adoption date. If more than 6 months elapse, the suggester is ineligible for award consideration. To be eligible for an award, a suggestion must be adopted within 2 years after its receipt by the awards administrator/coordinator, unless the adoption is delayed beyond the 2-year period because of actions such as trial tests outside of the originating activity needed to determine the value of the suggestion.

d. Duplicate Suggestions. Procedures are to be established locally to ensure that duplicate suggestions are recognized as such and that the employee(s) submitting the original suggestion receives the adoption credit and award if otherwise eligible. When a duplicate suggestion is instrumental in motivating management's action in adopting a suggestion previously rejected, both the original and duplicate suggesters may be awarded for their contribution.

e. Dissemination of Suggestions

(1) Locally adoptable--MSC. Suggestions which are adoptable locally and/or which may be adopted locally by other MSC commands will be disseminated by the originating command provided that the cost of the dissemination does not exceed any possible savings or benefits. In disseminating suggestions, separate copies will be forwarded simultaneously to each addressee and will include plans and photographs, as appropriate.

(2) Adoption by Another Activity. The originating activity is the activity where the suggester is employed and is usually the activity where the suggestion is received initially. When a suggestion is adopted by another activity, the adoption report will be sent to the originating activity, which in turn will pay the award. The benefiting activity funds the award.

(3) Suggestions Requiring Consideration Outside DON. Suggestions that may have an application elsewhere within DOD are to be forwarded by the Area Commander or Director, APMC to COMSC. If appropriate, COMSC will forward the suggestion to the counterpart office(s) of other DOD components. Suggestions appearing to have a non-DOD application will be forwarded to DASN (CP/EEO).

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4-4 Award Scales. The awards scales/charts in enclosures (3) and (4) are applicable in determining the appropriate award.

4-5 Reporting Requirements. In addition to records and reports required by reference (d), a copy of each adopted suggestion and resulting cash award must be forwarded to the servicing HRO/HRSC for inclusion in the employee's official personnel or service record and to COMSC, N1.

4-6 Recognition. Recipients of awards for adopted suggestions are to be recognized appropriately.

CHAPTER 5

INCENTIVE AWARDS PROGRAM FOR AFLOAT (CIVMARS) EMPLOYEES

5-1 Program Responsibility and Coverage. Responsibilities for administration of the Awards Program at various organization levels within DON are set forth in reference (d) and this instruction. The Afloat Personnel Management Center (APMC) is responsible for establishing, administering and publicizing an Incentive Awards Program consistent with references (a) through (d) and (f).

5-2 Awards Scales. The awards scales in enclosures (3), (4) and (5) of this instruction are applicable to contributions from all civilian employees afloat.

5-3 Group Awards. As a general rule, group awards are more suitable in situations where the product is the result of a team effort and individual effort is hard to measure. Beyond this, there is no simple rule that can be applied to determine whether an individual or group award would be the most appropriate award in a given situation. The advantages and disadvantages of each are to be considered carefully and the award most appropriate to the particular circumstances is to be used.

5-4 Authority. Awards of \$5,001 and up to \$7,500 must be submitted through the chain-of-command, via PM1 or PM2 for approval by COMSC. APMC may recommend that Masters be authorized to approve awards of up to \$2,500. Approval by PM1 and PM2 is required for each Master given this authorization, which must be in writing and maintained by APMC for review at inspections. Awards processed by the APMC up to \$5,000, but not otherwise recommended by an awards board, must be in compliance with the criteria outlined for the particular award.

5-5 Procedures. Complete MSC 12451/4 for each award nomination/recommendation and follow the individual procedures for the specific award and set forth in this chapter.

5-6 Special Act or Service Awards. Special Act or Service Awards are available to civilian employees afloat and are governed by the procedures set forth in reference (d). Nominations are open to employees currently on the rolls of MSC or separated through no fault of their own. Awards may be granted posthumously if circumstances dictate.

a. Standards for Selection of Candidates. To be eligible for Special Act or Service Awards a candidate must meet one of the following criteria:

- (1) Courageous handling of an emergency;
- (2) Performing a particular task or assignment with special effort or innovation;

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(3) Creative efforts that make contributions to marine transportation or technology; or

(4) One-time special act, service or achievement of a nonrecurring nature.

b. Nomination Procedures. Afloat candidates may be nominated by their department heads or Master of the ship. Masters may be nominated by the Port Captain, Project Officer NFAF East/West or other comparable level of authority.

c. Submission of Recommendations. The following information is to be submitted on appropriate forms to the APMC:

(1) Nominee's name;

(2) Position occupied at time selection standards were met; and

(3) Full description of employee's contribution.

d. Awards Approval

(1) In cases other than those awards that may be approved by the ship's Master, the APMC will review and process all nominations within 30 days of receipt and submit them to the Director, APMC for endorsement. The award will consist of a letter, a certificate or plaque, if appropriate, and up to \$5,000. The award will be presented, when possible, by the Director, APMC at an appropriate ceremony.

(2) For awards approved by Masters, a written description of the contribution for which the employee received the award and the amount of the award granted is to be provided to the APMC for retention and reporting purposes. Awards should be suitably presented aboard by the Master.

5-7 On-the-Spot Awards. These awards provide recognition for a one-time achievement which allows an immediate reinforcement for exceptional performance beyond the normal bounds of an employee's job and which benefits the local workplace. A one or two line memorandum from the supervisor to Director, APMC, for approval, is sufficient documentation when processed afloat. When processed ashore, an SF 52 will accompany the short two-line memorandum. Awards will range between \$25 and \$750. **(NOTE: The amount of an On-the-Spot Award may be adjusted upwards by a sum sufficient to cover the withholding of income taxes.)** When approved by Masters, the one or two-line memorandum and the amount of the award must be provided to the APMC for retention and reporting purposes.

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5-8 Time-Off Awards. Reference (d) provides that Time-Off Awards may be granted, without loss of pay or charge to leave, in recognition of superior accomplishment or other personal effort that contributes to the quality, efficiency or economy of government operations. Director, APMC may grant an employee up to 80 hours during 1 calendar year. The Time-Off Awards scale for determining the award is at enclosure (5).

a. Award Approval. Director, APMC may redelegate the authority to approve Time-Off Awards to Masters. This redelegation of authority must be in writing, include the concurrence of PM1 and PM2 and must be maintained as a permanent record available for review at inspections.

b. Eligibility Criteria. A Time-Off Award may be granted to an employee in recognition of superior accomplishment or other personal effort that has contributed to the quality, efficiency or economy of government operations. Examples of achievements that may be considered for a Time-Off Award include the following:

(1) Making a high quality contribution involving a difficult or important project or assignment.

(2) Displaying special initiative and skill in completing an assignment or project before the deadline.

(3) Using initiative and creativity in making improvements in a product, activity, program or service.

(4) Ensuring the mission of the unit is accomplished during a difficult period by successfully completing additional work or a project assignment while maintaining the employee's own workload.

(5) Accomplishing a specific, one-time or special assignment that required extra effort or resulted in the organization receiving recognition for responsiveness to unprogrammed requirements.

(6) Successfully participating in a quality circle or process improvement team.

(7) Submitting a suggestion that has been adopted, but because the suggestion is considered to be within the employee's normal job responsibility, the employee is not eligible for a cash award.

(8) Sustaining high level performance for an extended period as reflected, for example, in evaluations.

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c. Limitations on Time-Off Awards

(1) The total amount of time off that may be granted to an employee during 1 year is 80 hours.

(2) The maximum amount of time off which may be granted for any single contribution is 40 hours.

(3) Time off granted as an award must be scheduled and used within 1 year after award is made. Any unused amount remaining after that time must be forfeited without further compensation to the employee.

(4) A Time-Off Award does not convert to cash under any circumstances.

(5) The Time-Off Award can be transferred within DON. If the employee begins working outside of DON, the time off cannot be transferred.

d. Documentation and Recordkeeping

(1) Any Time-Off Award shall be supported by appropriate written justification that shall include a description of the reason for granting the award. When approved by Masters, this documentation must be forwarded to the APMC for accomplishment of the SF-50.

(2) The amount of the time off shall be documented on an SF-50, which shall be retained in the employee's official personnel folder. An SF-50 shall be issued for each Time-Off Award at the time the award is granted.

(3) The usage of the Time-Off Award will be recorded as administrative leave. Employees will be notified of earnings, usages, forfeitures and available balances via the leave and earnings statement.

5-9 MSC Master of the Year Award. The MSC Master of the Year Award is fashioned after the VADM James Bond Stockdale Leadership Award and will be granted annually by COMSC to recognize a master of the MSC Fleet for his/her excellence in leadership and contributions to the quality and efficiency of MSC operations. The award will consist of a plaque, certificate and personal letter from COMSC.

a. Standards for Selection of Candidate. To be eligible for award consideration, a candidate must be a full-time permanent MSC civil service merchant marine master and exhibit qualities of the following roles:

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(1) Moralist. Commitment to a personal code of conduct that emphasizes strong moral ethics, courage, resolve and humanity as demonstrated by service to crewmembers.

(2) Jurist. Ability to establish policy, within his/her discretionary authority, which can be implemented and obeyed and to make those hard decisions in those difficult situations which portend endless complications.

(3) Teacher. Example of self-discipline, sensitivity to others and ability to place the major issues in proper perspective while creating the motivational command climate essential for job satisfaction and organizational pride.

(4) Steward. Example of competence, fiscal responsibility, proper regard for the right of others and personal commitment to the development and maintenance of accepted standards, command loyalty and esprit de corps.

(5) Philosopher. Ability to reason, understand and explain the essence of reality and to recognize the need for forethought in dealing with uncertainties.

b. Submission of Nomination. Nominations will be submitted by or via NFAF East or West (as appropriate) for endorsement and forwarding to the APMC for consolidation. APMC will submit the nominations to COMSC N1 for administrative processing including board review and recommendation to COMSC. The following information concerning the candidate will be furnished with the nomination:

(1) Employee's name;

(2) Date entered on duty at MSC;

(3) Ship assignment at time selection standards were met;

(4) Prior significant awards (do not include letters of appreciation); and

(5) Full narrative description of how the employee meets selection standards. Narrative should be between 2 and 5 typewritten pages.

c. Selection Process. A board composed of N01, PM1, PM2, PM4 and Chief of Staff will critique the nominations and make a recommendation to COMSC for final selection. COMSC or his designee will present the award at an appropriate ceremony. N1 will be a non-rating member of the board, providing administrative support.

5-10 MSC Shipmate of the Year Award. The purpose of this award is to encourage, recognize and suitably honor unlicensed CIVMAR employees for demonstrated ability

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and skill in assisting, developing and providing on-the-job training to one or more MSC employees. Nominations are open to all unlicensed marine employees currently on the rolls of MSC or separated through no fault of their own. The awards may be granted posthumously if circumstances so dictate. Up to 10 awards may be granted (5 East Coast/ 5 West Coast). Nominations should reach the APMC no later than 15 December of each year. The Director, APMC, will issue approved awards. The award will consist of a letter, an appropriate certificate and up to \$1,000 that will be presented, when possible, with appropriate ceremonies by the APMC.

a. Standards for Selection of Candidates. To be eligible for award consideration, candidates must meet one or more of the following standards:

(1) Employee must have demonstrated proficiency in his/her rating and provided an unusually high degree of assistance, on-the-job training and/or development to one or more inexperienced CIVMARs.

(2) Employee must have performed an act of heroism or service directly related to assisting others during an emergency and at risk of life or personal safety.

(3) Employee must have demonstrated proficiency in his/her rating and encouraged and provided motivational assistance to one or more inexperienced CIVMARs in pursuing self-development activities such as self-study courses, upgrade training, etc.

b. Nominating Procedures. Candidates may be nominated by their department heads or Master of the ship. Nominations must be submitted to the APMC and contain the following information:

(1) Nominee's name;

(2) Position occupied at the time selection standards were met; and

(3) Full description of the employee's contribution(s).

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5-11 MSC Mariner Award of Excellence. MSC Mariner Awards of Excellence are granted annually by the Director, APMC. These awards recognize and suitably honor civil service mariners of the MSC fleet considered the most outstanding in their department during the year. Nominations are open to employees below the rank of Master or Chief Engineer currently on the rolls of MSC or separated through no fault of their own. The awards may be granted posthumously if circumstances so dictate. Nominations are to reach the APMC no later than 15 December each year. Awards will consist of a letter, an appropriate plaque and up to \$2,000 that will be presented, when possible, with appropriate ceremonies by the APMC. Sixteen awards (8 East Coast/8 West Coast) may be granted, per year as follows:

Engine Dept. - two licensed
- two unlicensed

Deck Dept. - two licensed
- two unlicensed

Supply Dept. - two officer
- two non-officer

Purser and Medical Depts. - two awards each

a. Standards for Selection of Candidates. To be eligible for award consideration, candidates must meet one of the following standards:

(1) Employee must have been responsible primarily for a specific accomplishment such as one which results in improvement in MSC operations, a substantial financial savings to MSC or otherwise to the U. S. Government or publicity which adds to the prestige of MSC or the enhancement of civilian marine employment as a career.

(2) Employee must have demonstrated over a minimum period of 6 months outstanding leadership, administrative ability or proficiency in his/her rating(s), such as has not been equaled by another employee of the same department within the same year.

(3) Employee must have performed an act of heroism or service for which the Meritorious Civilian Service Award, the Superior Civilian Service Award or the Distinguished Civilian Service Award has been awarded, or for which an award recommendation for one of these awards has been submitted and is being processed.

(4) Employee must have performed an act of heroism or service in connection with MSC employment during an emergency and at risk of life or personal safety.

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b. Nomination Procedures. Candidates may be nominated by their department heads or ship's Master.

c. Submission of Recommendations. The following information is to be submitted to the APMC:

(1) Nominee's name;

(2) Position occupied at time selection standards were met; and

(3) Full description of employee's contribution.

d. Selection Process. A board composed of 3-7 voting members will review the nominations and make recommendations to Director, APMC for selection.

Note: PM1 and PM2 will be represented on all boards as voting members.

e. Winner Information. APMC will announce winners to the fleet and provide information copies of all winners to COMSC.

5-12 MSC Marine Employee of the Year Award. The purpose of this award is to distinguish and suitably honor civilian marine employees of the MSC fleet considered the most outstanding during the year. The Director, APMC will consider all MSC Mariner Award of Excellence winners and nominate a single candidate to COMSC for consideration for this award. The nomination package is to be submitted by the APMC to COMSC in the format described below no later than 1 February of each year. The award may be granted posthumously if circumstances so dictate. The award consists of a letter from COMSC, \$3,000 and an appropriate plaque. The plaque, letter and a cash award will be presented, when possible, in an appropriate ceremony by COMSC. The following information concerning the MSC Mariner Award of Excellence winners will be furnished by the APMC in addition to files pertaining to award(s) received during the previous calendar year:

a. Name;

b. Position occupied at time selection standards were met;

c. Present position occupied;

d. Summary of awards, commendations or other recognition received by the candidates, including awards pending or granted for the contribution on which nomination is based; and

e. Full description of employee's contribution.

5-13 MSC Distinguished Career Achievement Award. The MSC Distinguished Career Achievement Award will be granted annually by COMSC to recognize and encourage outstanding and deserving marine officers for sustained growth, development, integrity and interest in the field of marine transportation. This award recognizes and suitably honors the civil service marine officer of the MSC fleet considered the most outstanding during the past 5 years. Nominations are open to civil service marine deck and engine officers of any rank with not less than 5 years of continuous MSC service as of the end of the calendar year prior to nomination. Individuals must be currently on the rolls of MSC or separated through no fault of their own. The award may be granted posthumously if circumstances dictate. Nominations are to be submitted by or through the Director, APMC to COMSC Maritime Forces and Manpower Management Directorate (N1) by April each year. The employee selected to receive the award is chosen from the candidates who are nominated/recommended and forwarded by the APMC. Candidates recommended should be career MSC civil service marine officers whose performance over a period of at least 5 (continuous) years in afloat positions demonstrated unusual competence and interest in marine transportation, endowment for leadership in the direction of MSC's mission, creativity and resourcefulness, close adherence to the basic principles of occupational safety and health, and integrity and dedication to duty. The award consists of \$7,500, a certificate and an appropriate plaque. The plaque, certificate and money will be presented at an appropriate ceremony by COMSC. The winner of this prestigious award is barred from renomination for it for 5 years from receipt of the award.

a. Standards for Selection of Candidates. To be eligible for award consideration, a candidate must meet all of the following criteria:

(1) Demonstrated qualities of strength, leadership, integrity, industry and personal conduct;

(2) Exhibited career achievements that are recognized generally throughout the command;

(3) Evidenced successful use of human resources evident through high work force productivity and/or effective development and recognition of subordinates;

(4) Demonstrated personal initiative and innovation; and

(5) Demonstrated substantial improvements in quality of work efficiency and/or timeliness of service.

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b. Submission of nomination. The APMC will review records of possible candidates and submit nomination packages for each CIVMAR officer whose performance, accomplishments or special acts over the previous 5 years are considered to make them the worthiest candidate for the award. The following information must be included in each candidates nomination package:

(1) Nominee's name;

(2) Date and place of birth;

(3) Date entered on duty at MSC;

(4) Position occupied at time selection standards were met;

(5) Present position occupied;

(6) A copy of each award, commendation or other recognition received by nominee (including awards pending or granted for the contributions on which nomination is based); and

(7) Full description of employee's contribution. In rare cases where two or more employees are considered to have been equally responsible for an accomplishment or special act worthy of nomination for this award, nomination will be for joint award and with a complete description of circumstances.

c. Citation. Proposed citations are required. Citations should not exceed 10 typewritten lines.

d. Selection Process. A board composed of N01, PM1, PM2, PM4, N7, N1 and Chief of Staff will critique the nominations and make the final recommendation to N00. N1, non-voting member, will serve as administrator. COMSC will present the award at an appropriate ceremony.

5-14 COMSC Special Act/Special Service Awards. Up to five Masters, Chief Engineers or other key officers nominated but not selected for the Distinguished Career Achievement Award, are eligible for the COMSC Special Act/Special Service Award. The award consists of \$2,500 and a certificate. The MSC Distinguished Career Achievement Award Board will make recommendation(s) to COMSC for this award also. COMSC or his designee will present the awards at an appropriate ceremony.

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5-15 Honorary Awards. Reference (b) provides for a number of honorary awards available to all civilian employees and sets forth criteria for those awards.

Recommendations for the Navy Distinguished Civilian Service Award and the Superior Civilian Service Award will be submitted to COMSC. Whenever the Navy Meritorious Civilian Service Award is granted by the Director, APMC, a copy of the letter citing circumstances which merited the award will be furnished to COMSC N1 within 30 days of the award being granted.

5-16 Federal Career Service Awards

a. Reference (b) provides for recognizing 10, 15, 20, 25, 30, 35, 40, 45 and 50 years of federal service. Those awards are available to afloat civilian employees and may include credit for military service and civilian service with other Federal Government and District of Columbia agencies. Certificates for service of less than 40 years will be prepared and issued at APMC. Requests for certificates for service for 40 years and above will be forwarded to COMSC for submission to SECNAV for signature.

b. All Masters and Chief Engineers who retire with less than 40 years of service and who, therefore, are not eligible to receive a retirement certificate from the Secretary of the Navy, may receive a letter of appreciation from COMSC, if requested by the APMC. The Director, APMC will submit to COMSC N1 drafts of proposed retirement letters at least 60 days prior to the effective date of retirement. Additionally, a brief employment history (not to exceed one page) is required. Retirement certificates and letters of appreciation will be returned to the APMC for presentation.

5-17 Reports to COMSC. In addition to records and reports required by references (d) and (f), a copy of each letter of award will be forwarded to COMSC. Information indicating the basis of the award as determined from the award, enclosures (3), (4) and (5) will be added to this copy. Awards also must be made an item in the awardee's official personnel folder or service award record.

5-18 Non-Navy Awards

a. The Maritime Administration (MARAD) is authorized to grant three honorary awards for outstanding and meritorious conduct and services by individuals or ships of the U. S. Merchant Marine. These awards, which civilian marine personnel are eligible to receive, are the Merchant Marine Distinguished Service Medal, the Merchant Marine Meritorious Service Medal and the Gallant Ship Award.

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(1) Merchant Marine Distinguished Service Medal. This award is granted to any person serving in the U. S. Merchant Marine who distinguished himself/herself by an outstanding act, conduct or valor beyond the line of duty when the following circumstances are present:

(a) Extreme peril to the life or safety of the individual attempting the rescue action;

(b) Efforts above and beyond the call of duty; and

(c) Accomplishment or act of the merchant mariner must involve human lives or something of considerable worth where the ship is solely a platform that the individual moved or upon which the mariner acted.

(2) Merchant Marine Meritorious Service Medal. This award is granted to any person serving in the U. S. Merchant Marine for a meritorious act, conduct or service in line of duty when the following circumstances are present:

(a) A Master of a U. S. merchant ship (automatically) when his ship is granted the Gallant Ship Award;

(b) An act of heroism, bravery, devotion to duty involving extreme danger (actual or in the mind);

(c) The act, if it involves lifesaving, should be generally one performed while the ship is at sea and not in a harbor, at the dock or otherwise idle;

(d) The act may be at sea or in port if it involves an effort directed toward saving the ship or the cargo; or

(e) The act should be one not directly entitling the individual to another medal such as the Carnegie Medal, Coast Guard Lifesaving Medal, etc.

(3) Gallant Ship Award. This award is granted to any ship participating in outstanding or gallant action in marine disasters or other emergencies for the purpose of saving life or property when the following circumstances are present:

(a) The ship itself should move to the rescue and not be simply the platform from which crewmembers performed a rescue operation.

(b) The operation should encompass the maneuvers of the ship and a substantial part of the personnel.

(c) The operation should involve either the use of the lifeboats, the crew taking to the water to effect a rescue with the ship in some danger or the ship itself, by reason of perilous circumstances, should be in considerable danger.

(d) Conditions should be such that considerable danger to the ship or the lifeboat or the crewmembers is present.

(e) Operation of the ship, its equipment and personnel should favorably reflect efficiency, discipline and expertness.

(4) Submission of Recommendations. On incidents that warrant award recognition by MARAD, recommendations will be submitted by the APMC to COMSC. COMSC will forward recommendations to MARAD, as appropriate. Recommendations will reference Public Law 759, 84th Congress, and contain a detailed account of the incident, substantiated by a certified copy of log book entries and a sworn statement of the Master and/or crewmembers, as appropriate. A recommendation for award consideration may be submitted regardless of whether a recommendation for a DON award has been made.

b. U. S. Coast Guard Lifesaving Medal

(1) The Commandant, U. S. Coast Guard, is authorized to award lifesaving medals of gold or silver to persons who rescue any other person from drowning, shipwreck or other peril of the water. Eligibility criteria for these awards are outlined in enclosure (1).

(2) The APMC is encouraged to recommend employees for these medals when deemed appropriate. Any such recommendation should be promptly submitted to the Commandant, U. S. Coast Guard, Washington, DC 20593 and should include all the information required by enclosure (11). An information copy is to be submitted to COMSC. An employee may be recommended for a lifesaving medal regardless or whether the mariner is recommended for a Navy award under reference (b).

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AWARDS REVIEW AND APPROVAL AUTHORITIES

All awards are to be submitted via the usual and customary chain-of-command for the respective MSC organizational component.

Honorary Awards	Approval Authority
Meritorious Civilian Service Award (MCSA)	COMSC (Employees of HQs and subordinate components) Area Commanders (For Area Command employees) Director, APMC (For CIVMARS only; endorsed by Program Manager)
Superior Civilian Service Award (SCSA)	COMSC
Distinguished Civilian Service Award (DCSA)	SECNAV (via chain, COMSC and DON Awards Review Panel (DARP))

Monetary Awards	Approval Authority
On-the-Spot Award (Up to \$750) Summer Hire Award (Up to \$500)	Program Managers, Directors (FD/Core), Counsel, Comptroller, Special Assistants, Area Commanders and Director, APMC (for ashore) (For CIVMARS see Chapter 5 or COMSCINST 5200.5C)
Special Act/Service Award Up to \$5,000 (individual) and/or up to \$10,000 (group; no individual receives more than \$5,000 in the group) \$5,001 to \$7,500 (individual) and \$10,000 (group; no individual receives more than \$7,500 in the group) \$7,501 to \$10,000 \$10,001 to \$25,000 Over \$25,000	Program Managers, Directors (FD/Core), Counsel, Comptroller, Special Assistants, Area Commanders (For CIVMARS see Chapter 5 or COMSCINST 5200.5C) COMSC (via chain-of-command) SECNAV Office of Personnel Management (OPM) President
Performance Award PA up to 10% of base pay, but not more than \$5,000	Program Managers, Directors (FD/Core), Counsel, Comptroller, Special Assistants, Area Commanders (Authority may be redelegated to no lower than Heads of subordinate components --any redelegation must be in writing and include appropriate administration/management controls; may not be for more than \$2,500, and must be available for inspections).

Time-Off Awards	Approval Authority
Up to 1 workday	As delegated by Program Managers, Directors (FD/Core), Special Assistants, Area Commanders and Director, APMC (for ashore employees) (Authority cannot be delegated to lower than Division Directors) (Delegations must be in writing and available for inspections)
Up to 80 hours	Program Managers, Directors (FD/Core), Special Assistants, Area Commanders, Director, APMC (for ashore employees) (For CIVMARS, see Chapter 5 or COMSCINST 5200.5C)

Enclosure (1)

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**AWARDS TO BE REVIEWED BY THE DEPARTMENT OF THE NAVY
AWARD REVIEW PANEL (DARP)**

As provided in reference (d), the following awards **require** Department of the Navy Awards Review Panel (DARP) review and recommendations before they are forwarded to the respective sponsors.

Awards which require the endorsement and/or signature of the Secretary of the Navy:

DON Distinguished Civilian Service Award (DCSA)
DON Distinguished Public Service Award (DPSA)
DON Superior Public Service Award (SPSA) (**NOTE: If to be signed at lower level (see Appendix A of reference (d)), does not require DARP review.**)
DON Distinguished Achievement in Science Award (DASA)
DOD Distinguished Civilian Service Award (DOD DCSA)
Secretary of Defense (SECDEF) Meritorious Civilian Service Award

DOD Distinguished Public Service Award
SECDEF Award for Outstanding Public Service

Special Act, Suggestion, Invention, etc., awards of \$7,501 to \$10,000 per individual

President's Award for Distinguished Federal Civilian Service
Presidential Medal of Freedom
Presidential Citizens Medal

Senior Executives Association/Professional Development League (SEA/PDL) Executive Excellence Awards
Federal Executive Institute Alumni Association (FEIAA) Executive of the Year Award

Awards to be reviewed by DARP for approval by cognizant Assistant Secretaries of the Navy: (In accordance with reference (d) all signed by ASN(M&RA)/DASN(CP/EEO) unless indicated otherwise.)

Outstanding Navy Employee with Disabilities (ONED)
Arthur S. Fleming Awards to Honor Outstanding Men and Women in the Federal Government
Eugene G. Fubini Award
GEICO Public Service Awards
Roger W. Jones Award for Executive Leadership
William A. Jump Memorial Award for Distinguished Career Service in Public Administration
Donald L. Scantlebury Memorial Award for Distinguished Leadership in Financial Management Improvement (to be signed by ASN(FM&C))
Women in Science and Engineering (WISE) Awards

Enclosure (2)

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SCALE OF AWARD AMOUNTS BASED ON INTANGIBLE BENEFITS

VALUE OF BENEFIT	EXTENT OF APPLICATION			
	<i>LIMITED</i> Affects functions, mission or personnel of one facility, installation, regional area or an organizational element of headquarters. Affects small area of science or technology.	<i>EXTENDED</i> Affects functions, mission or personnel of an entire regional area, command or bureau. Affects an important area of science or technology.	<i>BROAD</i> Affects functions, mission or personnel of several regional areas or commands or an entire department or agency. Affects an extensive area of science or technology.	<i>GENERAL</i> Affects functions, mission or personnel of more than one department or agency, or is in the public interest throughout the Nation and beyond.
<i>MODERATE</i> Change or modification of an operating principle or procedure with limited use or impact.	\$25 - \$500	\$501 - \$750	\$751 - \$1,000	\$1,001 - \$1500
<i>SUBSTANTIAL</i> Substantial change or modification of procedures. Important improvements to the value of a product, activity, program or service to the public.	\$501 - \$750	\$751 - \$1,000	\$1,001 - 1,500	\$1,501 - \$3,150
<i>HIGH</i> Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product or service.	\$751 - \$1,000	\$1,001 - \$1,500	\$1,501 - \$3,150	\$3,151 - \$6,300
<i>EXCEPTIONAL</i> Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program or service to the public.	\$1,001 - \$1,500	\$1,501 - \$3,150	\$3,151 - \$6,300	\$6,301 - \$10,000

**SCALE OF AWARD AMOUNTS BASED ON
TANGIBLE BENEFITS**

BENEFITS	AWARD
Estimated First-Year Benefits	Amount of Award to Employee
Up to \$10,000 in benefits	10% of benefits
Between \$10,000 and \$100,000 in benefits	\$1,000 plus 3% to 10% of benefits over \$10,000
More than \$100,000 in benefits	\$3,700 to \$10,000 for the first \$100,000 in benefits, plus 0.5% to 1.0% of benefits above \$100,000 up to \$25,000, with the approval of the Office of Personnel Management via the Office of the Secretary of Defense. Presidential approval is required for all awards of more than \$25,000.

TIME-OFF AWARD SCALE

Value to Organization	Number of Hours
Moderate: (1) A contribution to a product, activity, program, or service to the public, which is of sufficient value to merit formal recognition. (2) Beneficial change or modification of operating principles or procedures.	1 to 10
Substantial: (1) An important contribution to the value of a product, activity, program or service to the public. (2) Significant change or modification of operating principles or procedures.	11 to 20
High: (1) A highly significant contribution to the value of a product, activity, program or service to the public. (2) Complete revision of operating principles or procedures, with considerable impact.	21 to 30
Exceptional: (1) A superior contribution to the quality of a critical product, activity, program or service to the public. (2) Initiation of a new principle or major procedure, with significant impact.	31 to 40

AWARD NOMINATION FOR ASHORE CIVILIAN PERSONNEL

1. NAME: (Last, First, MI)	2. POSITION TITLE, SERIES, GRADE:	3. ORGANIZATION/CODE:
4. RATING OF RECORD: <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> UNACCEPTABLE	5. PERIOD COVERED BY RECOMMENDATION:	
6. TYPE OF AWARD		
<input type="checkbox"/> SPECIAL ACT OR SERVICE (Amount: _____) <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> GROUP <input type="checkbox"/> ON-THE-SPOT (Amount: _____) <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> GROUP <input type="checkbox"/> TIME OFF (Hours: _____) <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> GROUP <input type="checkbox"/> PERFORMANCE ACHIEVEMENT (Amount: _____) <input type="checkbox"/> QUALITY STEP INCREASE <input type="checkbox"/> MERITORIOUS CIVILIAN SERVICE AWARD (MCSA) <input type="checkbox"/> SUPERIOR CIVILIAN SERVICE AWARD (SCSA) <input type="checkbox"/> OTHER (Specify)		
7. NARRATIVE JUSTIFICATION: (Use plain paper for additional space for MCSA, SCSA and other)		

MSC 12451/3 (3-98)

COMPLETE THE FOLLOWING ITEMS WHEN APPROPRIATE

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8. RESUMÉ OF FEDERAL GOVERNMENT EMPLOYMENT:

9. RESUMÉ OF AWARDS AND HONORS: (Type of award and date received)

10. PROPOSED CITATION: (Not to exceed 20 lines)

11. RECOMMENDING OFFICIAL: (Type name and title)

12. SIGNATURE:

13. DATE:

14. BUDGET OFFICIAL/AUTHORIZATION: (Type name and title)

15. SIGNATURE:

16. DATE:

17. APPROVING OFFICIAL: (Type name and title)

18. SIGNATURE:

19. DATE:

AWARD NOMINATION FOR AFLOAT CIVILIAN PERSONNEL

1. NAME: (Last, First, MI)	2. PRESENT POSITION TITLE:
3. PERIOD COVERED BY RECOMMENDATION:	4. POSITION OCCUPIED DURING PERIOD:
5. DATE ENTERED ON DUTY AT MSC:	6. SHIP ASSIGNMENT AT TIME SELECTION STANDARDS WERE MET:
7. TYPE OF AWARD	
<div><input type="checkbox"/> TIME OFF (Hours: _____)</div> <div><input type="checkbox"/> SPECIAL ACT OR SERVICE (Amount: _____)</div> <div><input type="checkbox"/> ON-THE-SPOT (Amount: _____)</div> <div><input type="checkbox"/> MERITORIOUS CIVILIAN SERVICE AWARD (MCSA)</div> <div><input type="checkbox"/> OTHER (Specify)</div> <div><input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> GROUP</div> <div><input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> GROUP</div> <div><input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> GROUP</div> <div><input type="checkbox"/> SUPERIOR CIVILIAN SERVICE AWARD (SCSA)</div>	
8. NARRATIVE JUSTIFICATION: (Use plain paper for additional space for MSCA, SCSA and other)	

MSC 12451/4 (3-98)

WHEN APPROPRIATE, COMPLETE THE FOLLOWING ITEMS:

09 November 1998

9. RESUMÉ OF AWARDS AND HONORS: (Type of award and date received)

10. PROPOSED CITATION: (Not to exceed 20 lines)

11. RECOMMENDING OFFICIAL: (Type name and title)

12. SIGNATURE:

13. DATE:

14. BUDGET OFFICIAL/AUTHORIZATION: (Type name and title)

15. SIGNATURE:

16. DATE:

17. APPROVING OFFICIAL: (Type name and title)

18. SIGNATURE:

19. DATE:

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**AWARDS MANAGED, COORDINATED, ADMINISTERED BY PROGRAM MANAGERS,
DIRECTORS, SPECIAL ASSISTANTS**

Smart Ship Awards, PM1, COMSCINST 5060.6B. Recognizes ships and crews under each administrative command (ADMINCOM) achieving the highest degree of readiness, performance efficiency, reliability, productivity, and safety during the fiscal year.

VADM Gano Award, PM1, COMSCINST 5060.6B. Recognizes a single ship from each ADMINCOM that has been nominated for the Smart Ship Award and that has distinguished herself through the most outstanding accomplishment or significant contribution during the fiscal year.

Surface Ship Safety Awards (N00S), COMSCINST 5100.17C. Recognizes outstanding contributions to MSC fleet readiness, increased morale and efficient, economical use of resources through safety.

Food Service Management Excellence Award (N4), COMSCINST 12451.3B. Recognizes those afloat MSC messes that are outstanding in the preparation and service of food and overall food service management.

EEO Honorary Awards, N00E. In recognition of achievements and accomplishments of personnel towards implementing equal employment opportunity for all employees within the workplace. Various other specific awards for minorities and women, i.e. Black Engineer of the Year, Women in Science and Engineering Award and Outstanding DON Employee with Disabilities. Announced by DON on an annual basis.

DON Procurement Competition Award, N10. Recognizes individuals who have made an outstanding contribution to the effectiveness of competition during the past year. Announced through DON on an individual/annual basis.

NDTA Military Unit Award, N00P. Recognizes one active and one reserve unit that clearly exceeded normal standards of performance when accomplishing an operational transportation mission.

Admiral of the Ocean Sea (AOTOS) Award, N00P. Recognizes officers and crew of vessels participating in rescue operations.

Official Emblematic Item (N4), COMSCINST 12450.3C. Emblematic items are not part of the Incentive Awards Program. These items and information on them may be obtained from N4.

Special/One-Time/Annual Awards. There are various special, one-time and/or annual awards announced on a case-by-case basis by DON, DOD or other activities e.g., GEICO Public Service Award.

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SPECIAL, ANNUAL, ONE-TIME AND/OR DOD AND PRESIDENTIAL AWARDS

Special Annual, One-Time Awards	Where to Find Additional Information
Outstanding Navy Employee with Disability (ONED)	Local Awards Coordinator/Administrator or Servicing HRO/HRSC or DASN/HROC (CP/EEO)
Arthur S. Fleming Awards to Honor Outstanding Men and Women in the Federal Government	Local Awards Coordinator/Administrator or Servicing HRO/HRSC or DASN/HROC (CP/EEO)
Eugene G. Fubini Award	Local Awards Coordinator/Administrator or Servicing HRO/HRSC or DASN/HROC (CP/EEO)
GEICO Public Service Awards	Local Awards Coordinator/Administrator or Servicing HRO/HRSC or DASN/HROC (CP/EEO)
Roger W. Jones Award for Executive Leadership	Local Awards Coordinator/Administrator or Servicing HRO/HRSC or DASN/HROC (CP/EEO)
William A. Jump Memorial Award for Distinguished Career Service in the Public Administration	Local Awards Coordinator/Administrator or Servicing HRO/HRSC or DASN/HROC (CP/EEO)
Donald L. Scantlebury Memorial Award for Distinguished Leadership in Financial Management Improvement	Local Awards Coordinator/Administrator or Servicing HRO/HRSC or DASN/HROC (CP/EEO)
Women in Science and Engineering (WISE) Awards	Local Awards Coordinator/Administrator or Servicing HRO/HRSC or DASN/HROC (CP/EEO)

DOD and Presidential Awards	For Additional Information
DOD Distinguished Civilian Service Award	DOD 1400.25-M, Subchp 451, App A
SECDEF Meritorious Civilian Service Award	DOD 1400.25-M, Subchp 451, App A
DOD Distinguished Public Service Award	DOD 1400.25-M, Subchp 451, App B
SECDEF Award for Outstanding Public Service	DOD 1400.25-M, Subchp 451, App B
President's Award for Distinguished Federal Civilian Service	DOD 1400.25-M, Subchp 451, App A
Presidential Medal of Freedom	DOD 1400.25-M, Subchp 451, App A
Presidential Citizens Medal	DOD 1400.25-M, Subchp 451, App A
National Security Medal	DOD 1400.25-M, Subchp 451, App A

Enclosure (9)



Certificate of Award

(Name)

For extraordinary work

Presented by)

(Date)

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Coast Guard, DOT

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§ 8.7 Information.

(a) Information concerning the Coast Guard Reserve may be obtained from any Coast Guard District Office, or from Command (G-R), U. S. Coast Guard Headquarters, Washington DC 20593.

(b) Information and requirements for enlistment in the Coast Guard Reserve or concerning the procurement of officers for the Coast Guard Reserve can be obtained from the following offices:

- (1) Any Coast Guard Recruiting Office.
- (2) Any Coast Guard District (r).
- (3) Commandant (G-PMR), U. S. Coast Guard, Washington DC 20593.

**PART 13-DECORATIONS, MEDALS,
RIBBONS AND SIMILAR DEVICES**

**Subpart 13.01-Gold and Silver Lifesaving
Medals, Bars, and Miniatures**

Sec.

- 13.01-1 General
- 13.01-5 Gold and Silver Lifesaving Medals.
- 13.01-10 Gold and silver bars.
- 13.01-15 Applications and recommendations.
- 13.01-20 Definitions.
- 13.01-25 Description of Gold Lifesaving Medal.
- 13.01-30 Description of Silver Lifesaving Medal.
- 13.01-35 Description of gold and silver bars.
- 13.01-40 Miniature medals and bars.
- 13.01-45 Replacement of medals and bars.

AUTHORITY: Secs. 500, 633, 63 Stat. 536, 545, sec. 6(b)(1), 80 Stat. 938; 14 U. S.C. 500, 633; 49 U. S.C. 1655(b); 49 CFR 1.4 (a)(2) and (f).

SOURCE: CGFR 68-134, 33 FR, 18932, Dec. 19, 1968, unless otherwise noted.

**Subpart 13-01-Gold and Silver Lifesaving
Medals, Bars, and Miniatures**

§ 13-01-1 General.

Lifesaving Medals of gold and silver, designated as the Gold Lifesaving Medal and the Silver Lifesaving Medal, respectively, may be awarded by the Commandant, U. S. Coast Guard, hereinafter called the Commandant, under 14 U. S.C. 500 and the regulations in this subpart to persons rescuing or endeavoring to rescue any other person from drowning, shipwreck or other peril of the water.

§ 13.01-5 Gold and Silver Lifesaving Medals

Lifesaving Medals may be awarded to any person who rescues or endeavors to rescue any other person from drowning, shipwreck or other peril of the water. In order for a person to be eligible for a Lifesaving Medal the rescue or attempted rescue must take place in waters within the United States or subject to the jurisdiction thereof, or if the rescue or attempted rescue takes place outside such waters, one or the other of the parties must be a citizen of the United States or from a vessel or aircraft owned or operated by citizens of the United States. If such rescue or attempted rescue is made at the risk of one's own life and evidences extreme and heroic daring, the medal shall be of gold. If such rescue or attempted rescue is not sufficiently distinguished to deserve the medal of gold but evidences the exercise of such signal exertion as to merit recognition, the medal shall be of silver. Lifesaving Medals may be awarded post-humously.

§ 13.01-10 Gold and silver bars.

No person shall receive more than one Gold Lifesaving Medal and one Silver Lifesaving Medal; but any person who has received or may hereafter receive a Gold or Silver Lifesaving Medal and who again performs an act which would entitle him to receive another medal of the same class, may be awarded, in lieu of a second medal of the same class, a gold or silver bar, as the case may be, to be worn with the medal already bestowed, and for every such additional act, an additional bar may be awarded. Gold and silver bars may be awarded posthumously.

§ 13.01-15 Applications and recommendations.

(a) All administrative details pertaining to the award of Lifesaving Medals are under the jurisdiction of the Commandant. Applications and recommendations for the award of a Lifesaving Medal may be filed by or in behalf of the person making or attempting a rescue under circumstances contemplated by the regulations in this subpart. Applications or recommendations for award of medals or requests for information pertaining thereto should be addressed to the Commander of the Coast Guard District, hereinafter called the District Commander, where the incident took place. (See part 3 of this subchapter for descriptions of Coast Guard Districts.) If the District is

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unknown, or if the incident took place outside any such district, applications and recommendations should be addressed to the Commandant, U. S. Coast Guard, Washington DC 20593.

(b) Completed applications must include:

(1) Satisfactory evidence of the services performed, in the form of affidavits, made by eyewitnesses of good repute and standing testifying of their own knowledge. The opinion of witnesses that the person for whom an award is sought imperiled his or her own life or made signal exertions is not sufficient but the affidavits must set forth in detail all facts and occurrences tending to show clearly in what manner and to what extent life was risked or signal exertions made so that the Commandant may judge for himself as to the degree of merit involved.

(2) The precise locality of the rescue or attempted rescue, whether from waters within the United States or subject to the jurisdiction thereof, or if the rescue or attempted rescue is outside such waters, whether one or the other of the parties is a citizen of the United States, shall be stated. The date, time of day, nature of the weather, condition of the water, the names of all persons present when practicable, the names of all persons rendering assistance, and all pertinent circumstances and data, showing the precise nature and degree of risk involved, should be stated.

(c) Recommendations must include:

(1) As much of the information indicated in paragraphs (b)(1) and (2) of this section which is available to the person making the recommendation. Upon receipt the Commandant or the cognizant District Commander shall cause such recommendation to be referred to an investigating officer who shall cause to be developed such additional information and evidence as is deemed necessary to either (i) terminate the investigation as containing insufficient justification to continue further, or (ii) to complete the application for submission to the Commandant for his final determination.

(d) Either the Commandant or the District Commander may, without any application or recommendation, of his own motion, order an informal investigation into such an incident under Chapter II, of the Coast Guard Supplement to the Manual for Courts-Martial (CG-241).

(e) Affidavits required by this subpart shall be made before an officer duly authorized to administer oaths and if taken before an officer without an official seal, his official character

must be certified by the proper officer of a court of record, under the seal thereof, unless the oath be taken before an officer of the Armed Forces authorized to administer oaths under the provisions of Article 136, UCMJ (10 U. S.C. 936).

(f) Cognizant District Commanders shall act upon all applications and recommendations submitted to them from whatever source and shall:

(1) Forward completed applications with his recommendations to the Commandant for his consideration and determination; or,

(2) Inform the applicant or the person submitting the recommendation that he considers such application or recommendation incomplete together with the reasons therefor and that a period of 90 days will be allowed for additional evidence to be provided upon the expiration of which he will file the application or recommendation without further action.

(g) Whenever the cognizant District Commander shall deem such action necessary, he may require that the aforementioned affidavits shall be accompanied by a certificate showing the affidavits to be credible persons, certified by some U. S. Officer, such as a judge or clerk of a U. S. Court, district attorney, collector of customs, postmaster, or officer of the Armed Forces. If the affiant is a citizen or resident of a foreign country and if the affidavit is executed in such foreign country, the credibility certificate may be executed by an officer of such foreign country, who occupies an official position similar to the aforementioned U. S. officers.

(h) The decision of the Commandant on all applications, recommendations, and investigations for the Gold or Silver Lifesaving Medals shall be final.

§ 13.01-20 Definitions.

As used in the statutes cited and in the regulations in this subpart:

(a) "Peril of the water" includes all perils on water caused by, or which are such by reason of, the sea or bodies of water such as lakes, bays, sounds and rivers; whenever, wherever and in whatever way human life is directly imperiled by the sea or a body of water is a peril of the water.

(b) A "shipwreck" includes an incident threatening persons whose lives are endangered by perils of the water as well as those who are, strictly speaking, no longer in danger from the sea or a body of water, that peril already having passed, but who are in imminent danger and in

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great need of succor or rescue, as e.g., being adrift in an open boat or stranded on some

barren coast where, without succor or rescue, they would die of starvation, thirst, or exposure.

(c) "Waters within the United States or subject to the jurisdiction thereof," embrace all waters within the United States, and any other waters over which the United States exercise jurisdiction.

§ 13.01-25 Description of Gold Lifesaving Medal.

(a) The Gold Lifesaving Medal is 99.9 percent pure gold and consists of a pendant suspended by a swivel from the head of an eagle attached to a silk gogram ribbon 1 and $\frac{3}{8}$ ths inches in width, composed of a $\frac{3}{16}$ ths of an inch red stripe, a $\frac{1}{32}$ d of an inch white stripe, a $\frac{15}{16}$ ths of an inch gold stripe, a $\frac{1}{32}$ d of an inch white stripe, and a $\frac{3}{16}$ ths of an inch red stripe. The pendant is 1 and $\frac{7}{16}$ ths inches in diameter and $\frac{3}{32}$ ds of an inch in thickness. There appear, on the obverse side of the pendant, three men in a boat in a heavy sea; one is rescuing a person clinging to a spar at the end of which is a block and line; another is standing, prepared to heave a line; a third is rowing; in the distance, to the left, is the wreck of a vessel; the whole is encircled by the words: "United States of America," in the upper half, and "Act of Congress, August 4, 1949," in the lower half. On the reverse side of the pendant there appears, in the center a monument surmounted by an American eagle; the figure of a woman stands, to the left, holding in her left hand an oak wreath, and with her right hand an oak wreath, and with her right hand, preparing to inscribe the name of the recipient on the monument; to the right are grouped a mast, a yard with a sail, an anchor, a sextant; and a laurel branch; the whole is encircled by the words: "In testimony of heroic deeds in saving life from the perils of the water."

(b) Engraving: Before presentation, the recipient's name shall be inscribed on the "monument," on the reverse of the medal.

§ 13.01-30 Description of Silver Lifesaving Medal.

(a) The Silver Lifesaving Medal is 99 percent pure silver and consists of a pendant suspended by a swivel from the head of an eagle attached to a silk gogram ribbon 1 and $\frac{3}{16}$ ths inches in width, composed of a $\frac{3}{16}$ ths of an inch blue stripe, a $\frac{1}{32}$ d of an inch white stripe, a $\frac{15}{16}$ ths of an inch silver gray stripe, a $\frac{1}{32}$ d of an inch white stripe, and a $\frac{3}{32}$ ds of an inch blue stripe. The pendant is 1 and $\frac{7}{16}$ ths inches in diameter

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and 3/32ds of an inch in thickness. On the obverse side of the pendant there appears the

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figure of a woman hovering over a man struggling in heavy sea and extending to him one end of a long scarf; the whole is encircled by the words: "United States of America," in the upper half, and "Act of Congress, August 4, 1949," in the lower half. On the reverse there appears a laurel wreath encircled by the words: "In testimony of heroic deeds in saving life from the perils of the water."

(b) Engraving: Before presentation, the recipient's name shall be inscribed inside the laurel wreath, on the reverse of the medal.

§ 13.01-35 Description of gold and silver bars.

(a) The bar is plain and horizontal, composed of the same metal as the medal previously awarded recipient, and is 1 and 5/8ths inches long by 3/16ths of an inch wide with a flowing ribbon draped over the left end and passing in back and appearing beneath the bar. The part of the ribbon showing beneath the bar bears the inscription "Act of Congress, August 4, 1949," in raised block letters. The bar and ribbon are in folds of a spray of laurel with the leave showing above and beneath.

(b) Engraving: Before presentation, the recipient's name shall be inscribed on the obverse of the bar.

§ 13.01-40 Miniature medals and bars.

(a) Miniature Gold and Silver Lifesaving Medals and bars are replicas of the Lifesaving Medals and bars, to be worn on civilian clothing. Such miniatures are not furnished by the Government.

(b) Miniature medals and bars may be procured from sources authorized by the Commandant, U. S. Coast Guard, to furnish same to persons who produce original documentary evidence of having been awarded the medal or bar for which a miniature replica is desired.

§ 13.01-45 Replacement of medals and bars.

The Gold or Silver Lifesaving Medal or bar will be replaced at cost to the applicant upon submitting a statement in affidavit form of having been awarded a medal or bar and the circumstances involving loss of same. A Lifesaving Medal or bar, however, may be replaced without charge in the discretion of the Commandant, if said medal or bar has, under extremely unusual circumstances, been lost, destroyed or rendered unfit for use without fault

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or neglect on the part of the person to whom it
was awarded.